

Dear Parents/Guardians,

Penn Manor School District is now offering parents and guardians the ability to submit absence excuse notes online through Sapphire's Community Web Portal (aka Parent Portal).

To submit an absence excuse note online:

1. Sign into your Sapphire Parent Portal account
2. Select your child's name
3. Select "Student Data Forms" under the Student Backpack
4. Click on the "Attendance Excuse Notes" hyperlink
5. Complete all required parts of the excuse note (as denoted by an asterisk \*)
6. Click on the Complete Form button to submit your excuse note for review & processing

See below:

### Attendance Excuse Note

Please use this form to send an electronic Attendance Excuse Note to the Main Office.

If you have an electronic copy of a Doctor's Note or other necessary documentation, please use the Upload File button to attach that documentation to your form. You do not have to submit paper documentation to the main office if attached to the form. If you are unable to attach the documentation or do not have it in electronic form, you must submit the paper copies to the Main Office.

Date of Absence \*

Excuse Notes \*

Documentation (Ex: Doctor's Note)

A copy of this excuse note will be stored in the "Excuse Notes" folder in the File Cabinet on the Community Web Portal once approved. Excuse notes will not appear in the File Cabinet until approved by the Main Office. Please allow up to 5 business days from the time of submission for approval and entry into our system.

Approval of your Excuse Note does not necessarily constitute an "Excused" absence but simply that we received your note and processed the absence according to District Policy. You may check the classification of your student's absences by clicking on the Attendance link in the Community Web Portal.

Required fields marked with (\*).

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**Please be aware, approval of your excuse note does not necessarily constitute an "Excused" absence, but simply that the main office has received your note.**

If you have any questions, please contact the office at 717-872-9535.

Hand-written notes will still be accepted, but we hope you find the online option convenient!